



## DEPARTMENT OF JUSTICE CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	DEPARTMENT OF JUSTICE	<b>RELEASE DATE:</b>	Thursday, May 20, 2010
<b>POSITION TITLE:</b>	Special Counsel, CEA	<b>FINAL FILING DATE:</b>	Thursday, June 3, 2010
<b>CEA LEVEL:</b>	SPECIAL ASSISTANT ATTORNEY GENERAL, SPECIAL COUNSEL, C.E.A. (6107)	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 9,631.00 - \$10,829.00 / Month	<b>BULLETIN ID:</b>	03172010_1

### POSITION DESCRIPTION

Under the direction of the Attorney General and the Chief Deputy Attorney General, the Special Assistant Attorney General will be expected to assist in the development and implementation of policies for the Department of Justice and the Attorney General in sensitive or controversial litigation of special importance to the State and the Attorney General; serve as a liaison between the Department and individual legislators, legislative analysts, legislative counsel, Auditor General, members of Congress, other State agencies, local law enforcement agencies, associations involved in legislation and private citizens on legislation or constituent problems relating to the Department; and assist the Chief Deputy Attorney General in overseeing the activities of Departmental staff and do other related work.

### MINIMUM QUALIFICATIONS

Active membership in The State Bar of California. and Either I Four years of experience in the California state service performing legal duties[\*] at a level of responsibility equivalent to that obtained in the class of Deputy Attorney General III. Or II Experience: Broad and extensive experience (more than five years) in the practice of law[\*] in a governmental jurisdiction or in the private practice of law, two years of which must have included representation of a governmental agency or private law firm in complex litigation and/or legislative work including testimonies and representation before the Legislature on complex and sensitive legislative issues.

### KNOWLEDGE AND ABILITIES

Knowledge of: Legal principles and their application; scope and character of California statutory law and provisions of the California Constitution; legal research methods; principles of administrative and constitutional law; rules of evidence and conduct of proceedings in trial and appellate courts of California and the United States and before administrative bodies; Federal and State legislative processes; duties, powers, and conduct of the Attorney General of California;

principles of law office management.

Ability to: Prepare, present, and handle legal cases; perform research; analyze difficult and complex legal problems, and apply legal principles and precedents to particular sets of facts; present statements of facts, law, and argument clearly and logically in written and oral form; analyze and draft proposed legislative measures; handle difficult legal correspondence; direct the work of clerical and professional assistants; analyze situations accurately and adopt an effective course of action; prepare or direct the preparation of administrative reports; win the confidence and respect of members of the legal profession, public officials, and other persons contacted in the work.

### **DESIRABLE QUALIFICATION(S)**

\*Knowledge of the functions of California State Government including the organization and practices of Legislature and the Executive Branch.

\*Knowledge of broad areas of the law and developing areas of the law.

\*Experience in developing, litigating and resolving complex and sensitive legal cases.

\*Experience in development and implementation of policies.

\*Knowledge of the principles and practices of policy formulation, development and implementation.

\*Ability to formulate strategies and make recommendations to the Attorney General and other officials on matters involving environmental policy and California's environmental conservation.

\*Experience in the review and development of policy, legislation, and litigation related to a myriad of environmental issues with respect to land use, conservation and the environment.

### **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Special Counsel, CEA**, with the **DEPARTMENT OF JUSTICE**. Applications will be retained for twelve months.

*The Results of this examination will be used only to fill this position.*

### **FILING INSTRUCTIONS**

#### **Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

**Applications must be submitted by the final filing date to:**

DEPARTMENT OF JUSTICE, Personnel Programs/Testing and Selection Unit  
P.O. Box 944255, Sacramento, CA 94244-2550  
Mable Basquez | (916) 445-4612 | [mable.basquez@doj.ca.gov](mailto:mable.basquez@doj.ca.gov)

**ADDITIONAL INFORMATION**

Questions regarding this examination should be directed to Don Hayashida at (916) 324-5043.

**SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

**GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The DEPARTMENT OF JUSTICE reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s6/s6107.txt>